



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 6/23/2016	<u>Interviewer:</u> Sue Guenter-Schlesinger (SGS) Mohammed Cato (MC)	<b>RFA #16 – 21</b>
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> Cell [REDACTED] or on-campus [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> Associate Professor, [REDACTED]		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> Concerns about faculty tenure evaluation process and unfair treatment by department chair; related to FMLA leave and disability.		

To the best of your knowledge, please fill out the following:

Interviewee Status:    Male ☐ Female ☒    Administrator ☐ Faculty ☒ Staff ☐ Student ☐  
 Concern Regarding:    Male ☐ Female ☐    Administrator ☐ Faculty ☐ Staff ☐ Student ☐

**Category:** *(Please check at least one)*

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|--|--|---|--|--|
| <input type="checkbox"/> Age                           | <input type="checkbox"/> Color             | <input type="checkbox"/> Creed              | <input checked="" type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status      |
| <input type="checkbox"/> Marital Status                | <input type="checkbox"/> National Origin   | <input type="checkbox"/> Race               | <input type="checkbox"/> Religion              | <input type="checkbox"/> Retaliation         |
| <input type="checkbox"/> Sex/Gender                    | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment            | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression |  |   |  |  |

Time Line		
Date	Item	Comments
5/13/2016	[REDACTED] email to SGS	Requesting a meeting in June with SGS and Chuck Lambert regarding concerns.
5/15/16	SGS email to [REDACTED]	SGS out of the office on the dates that [REDACTED] proposed, but could ask Assistant Director, Mohammed Cato, to meet with [REDACTED]
5/16/16	[REDACTED] email to SGS	[REDACTED] would prefer that Sue be part of the meeting, and is available June 14, 18 or 21.
5/16/16	[REDACTED] email to SGS	Confirming that she can wait to meet until SGS is available in June. [REDACTED] agrees it would be good to include Mohammed in the meeting, and also confirmed that she will want Chuck Lambert, President, UFWW, to be present as well.
6/9/16	[REDACTED] email to SGS	Checking back with SGS, because hasn't heard back regarding a meeting time. SGS replied that she is asking staff member, Lynae Rickman, to schedule an appointment when SGS is back from leave, the week of June 20 <sup>th</sup> .

6/10/16	Lynae email to [REDACTED]	Lynae sent meeting invite to [REDACTED] and Chuck for Thursday 6/23.
6/13/16	Lynae confirmed with [REDACTED] and Chuck they are both able to meet on 6/23.	
6/23/16	Meeting with [REDACTED], Chuck, SGS	
6/24/16	[REDACTED] emails to SGS, Chuck	Thank you for meeting. Sending additional materials/information. 3 emails total. See emails in file.
7/19/16	[REDACTED] email to SGS	Lynae had sent [REDACTED] a meeting invite for 7/21. [REDACTED] emailed that she would not be able to meet with SGS until the first week of August.
8/9/16	SGS and MC Meeting with [REDACTED], husband [REDACTED], & Chuck Lambert	See meeting notes in file.
9/22/16	[REDACTED] email to SGS	She would like to meet with SGS to discuss her PTE process. Proposing meeting on 9/29.
9/29/16	[REDACTED] email to SGS	She would like to meet with SGS to discuss her upcoming PTE.
10/9/16	[REDACTED] email to SGS, MC	[REDACTED] is meeting with Chuck next week and would also like to meet afterwards with SGS and MC. She will also call the office. SGS responded to [REDACTED] and apologized for delay in getting back to her. SGS would like to talk on the phone with [REDACTED] before confirming a meeting, and asked [REDACTED] to call her on Monday 10/10.
10/11/16	[REDACTED] email to SGS, Chuck Lambert	[REDACTED] talked with [REDACTED], [REDACTED] previous chair. He agreed to be her PTR chair instead of [REDACTED]. [REDACTED] thinks it is a fair request on [REDACTED] part [REDACTED] is very happy that he agreed to do that. [REDACTED] did not know anything and was surprised that no one knew that [REDACTED] previous PTR was discarded.
10/11/16	Lynae confirmed meeting with [REDACTED] and Chuck for 10/14.	
10/12/16	[REDACTED] BCC's SGS on email	BCC'd SGS on email to [REDACTED] Faculty/Staff that she sent out two new course proposals and three course revisions to them, and values their feedback.
10/13/16	[REDACTED] BCC's SGS on email	BCC'd SGS on email to [REDACTED] sending attached summer teaching grant application and updated CV.
10/14/16	SGS Meeting with [REDACTED] husband [REDACTED], & Chuck Lambert	See meeting notes in file.
10/14/16	[REDACTED] email to SGS	[REDACTED] giving SGS permission to inform [REDACTED] that [REDACTED] would like to e-mail the [REDACTED] faculty+staff and the Deans the following statement: "May 2017 will be [REDACTED] 5 year PTR. The PTR of May 2015 occurred prematurely since the actual review time was for 3 years due to several instances of long-term medical leave. The UFWW in discussion with the Dean agreed [REDACTED] 5 year PTR occur Spring 2017.

		The previous PTR was discarded and declared null. Faculty was not informed and it is important to clarify the purpose of the PTR for Spring 2017 is the standard 5 year PTR."
10/14/16	█████ email to SGS, MC, Chuck Lambert	█████ giving them permission to discuss her disability issues with Julie Moon and Chyerl Wolfe-Lee in HR. SGS replied to █████ email.
10/27/16	█████ email to SGS, MC	Checking on the status of her case.
10/28/16	SGS meeting with █████	See meeting notes in file.
11/4/16	SGS t/c with Julie Moon, Disability Administrator	See conversation notes in file.
11/7/16	█████ email to SGS and MC	She hasn't heard from them in a couple weeks and would like to follow-up and if possible receive an update on her case.
11/7/16	SGS t/c with Catherine Clark	
11/9/16	SGS Meeting with Catherine Clark, █████, and █████	Also present for the meeting were Kristin Mahoney, UFWW Vice President, for the first half hour, and Chuck Lambert, UFWW President, for the last half hour.
11/9/16	SGS t/c with █████	
11/9/16	Lynae confirms meeting with █████ and Chuck for 11/14.	
11/10/16	█████ email to SGS, MC	█████ proposed two new courses and 4 course revisions to the █████ department. See email in file.
11/14/16	SGS Meeting with █████ and Chuck	
11/14/16	█████ email to SGS	Giving permission to discuss her reasonable accommodation due to a disability.
11/14/16	█████ email to SGS	Asking if SGS thinks the wording is okay, or if SGS would suggest any changes. █████ expressed thanks to the EOO and Faculty Union for helping her. She did not expect such a good result.
11/28/16	█████ email to SGS	She sent SGS her permission █████ would like to have an update on her case.
11/28/16	█████ CC'd SGS on email to █████	CC'd SGS on email to █████ Bover regarding █████ meeting minutes.
11/29/16	█████ CC'd SGS on email to █████	CC'd SGS on email to █████ regarding her having a difficult time at this afternoon's █████ meeting.
12/7/16	█████ email to SGS, Chuck Lambert, █████ Catherine Clark, Brad Johnson	█████ granting them permission to reference her medical leaves and discuss in regard to corresponding to inform the █████ faculty and anyone else who should be informed.

12/7/16	██████████ husband) email to SGS	See email in file. SGS replied on 12/8/16.
12/7/16	Lynae Rickman email to ██████████	Lynae writing on behalf of SGS; hoping that ██████████ can call SGS this evening.
12/8/16	██████████ email to SGS	Apologizing that he was not able to call SGS as she had requested. ██████████ described that he does not have time to resolve ██████████ situation at present, and is willing to revisit during Winter quarter (2017) the idea of summarizing department faculty evaluations from ██████████ PTR.
12/9/16	██████████ email to SGS	Sending SGS the group email address for ██████████ Faculty/Staff. ██████████
12/9/16	██████████ email to SGS	Sending SGS draft email to all ██████████ Faculty from the Dean. See email and attached draft email in file. SGS forwarded on 12/9/16.